

Postage Statement — Penalty Permit Imprint

(For Use Only by GPO Contractors at Single Piece Rates)

1. Name and Mailing Address of Agency (Include ZIP Code)				2. Name and Mailing Address of Contractor (Include ZIP Code)				3. Permit Number 4. Serial No. (GPO Form 712)			
5. Name and Telephone No. of Agency Employee Most Familiar With the Mailing				6. Name and Telephone No. of Contractor Employee Most Familiar With the Mailing				7. Time & Date Received a.m. p.m.			
8. Number of Sacks, Trays, or Other Containers for Items 14-26 Below <u>Item No.</u> <u>Sacks</u> <u>Trays</u> <u>Other</u> <u>Item No.</u> <u>Sacks</u> <u>Trays</u> <u>Other</u> ____ _____ _____ _____ _____ _____ _____ _____ ____ _____ _____ _____ _____ _____ _____ _____				9a. For Mailer's Use		9b. Agency Cost Code		10. ZIP Code of Main Post Office			
				11. Finance No.		12. Name and State of Station or Branch		13. Name and State of Main Post Office			

Mailing Class	A Total Pieces	B Total Weight (in pounds)	I T E M	FOR POSTAL SERVICE USE ONLY — WEIGHING SECTION				
				C Total Pieces	D Verified Total Wt. (in pounds)	E Average Weight (in pounds)	F Rate (Single Piece)	G Postage
14. First-Class (13 oz. or less) ^{1,2}			14					
15. Priority (Up to 15 lbs.)			15					
16. Priority (Over 15 lbs. to 35 lbs.)			16					
17. Priority (Over 35 lbs. to 50 lbs.)			17					
18. Priority (Over 50 lbs. to 70 lbs.)			18					
19. Parcel Post Inter-BMC Machinable (1 lb. to 15 lbs.)			19					
20. Parcel Post Inter-BMC Machinable (Over 15 lbs. to 35 lbs.)			20					
21. Parcel Post Inter-BMC Non-Machinable (Over 35 lbs. to 50 lbs.)			21					
22. Parcel Post Inter-BMC Non-Machinable (Over 50 lbs. to 70 lbs.)			22					
23. *			23					
24. *			24					
25. *			25					
26. *			26					
27. Totals			27				Total Postage →	

<p>¹ Do not report post card rate pieces in this item. Write in "First-Class Post Cards" in items 23, 24, 25, or 26. ² Do not report pieces subject to the nonstandard surcharge in this item. Write in "First-Class Nonstandard" in items 23, 24, 25, or 26. * Media mail, bound printed matter, special services, and foreign mail may also be recorded in items 23, 24, 25, or 26. Parcel Post Inter-BMC/ASF discounted rate mail must <i>not</i> be claimed on this form.</p>	<p>28. Comments</p> <hr/> <p>29. Signature of Contractor</p>	<p>30. Signature of Weigher. I certify that this mailing has been weighed and examined to verify preparation.</p>
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Willful entry of false, fictitious or fraudulent statement or representation hereon punishable by fine up to \$10,000 or imprisonment up to 5 years or both (18 USC 1001).

Instructions

This form may be used only for single piece rate mailings containing at least 200 pieces or 50 pounds. *Mailings not meeting these requirements must be prepared with penalty postage meters, penalty mail stamps, or have postage affixed by the contractor.*

Contractor — Complete unshaded portions of the form as indicated below:

- Item 1** — Enter the name of the agency, and the agency's mailing address, including the ZIP Code.
- Item 2** — Enter the name of the contractor, and the mailing address of the contractor, including the ZIP Code.
- Item 3** — Enter the permit imprint number of the agency.
- Item 4** — Enter the serial number shown on the GPO Form 712 submitted with the mailing.
- Item 5** — Enter the name and telephone number, including area code, of the agency employee to be contacted in the event there is a problem with the mailing.
- Item 6** — Enter the name and telephone number, including area code, of the contractor employee to be contacted in the event there is a problem with the mailing.
- Item 8** — Show the number of sacks, trays, or other containers used for each mail category that you report in items 14-26.
- Item 9a** — For mailer's use if desired.
- Item 9b** — Must be entered by contractor, if supplied by agency.
- Items 14-26** — For each rate category (and where applicable, for each weight category within a rate), enter in Column A the total number of pieces and in Column B the total weight of the pieces. The mailing must be physically segregated by these rate and weight categories upon presentation to the post office acceptance unit. The class of mail shown in the permit imprint on the pieces submitted must correspond to the class of mail reported on this form.
- Item 27** — Enter the sum of Column A and the sum of Column B.
- Item 29** — Self-explanatory.

Acceptance Unit — Complete shaded portions of the form as indicated below:

NOTE: Place Form 3607-G beneath this form with carbon paper for simultaneous completion of the forms.

As use of Form 3602-G is limited to mailings made by GPO contractors, do not accept mailings on this form unless accompanied by a GPO Form 712.

- Item 7** — Enter the Month, Day (2-digits each), Year (4-digits), and time received.
- Item 10** — Enter the ZIP Code of the post office receiving the mailing.
- Items 11-13** — Self-explanatory.
- Items 14-26** — **Columns C, D, and E**
 - 1) Find the verified total weight of the first category of mail reported in items 14

through 26 by weighing the group of pieces in bulk and subtracting the tare weight. The weight must be recorded in pounds carried out to two decimal places.

- 2) If the pieces are of identical weight, verify the number of pieces in the category (find the average weight of a single piece and divide the total verified weight by the average weight of a single piece). If the pieces are nonidentical weight, use the number of pieces reported by the mailer.
 - 3) Divide the verified total weight by the number of pieces to find the average weight. The average weight must be recorded in pounds carried out to four decimal places.
 - 4) Enter the number of pieces, verified total weight, and average weight in Columns C, D, and E, respectively, on the proper line (items 14-26). The proper line item is determined by the class of mail at which the pieces are endorsed, the average weight, and in some instances by the size of the piece. **Note:** If the mail is not eligible for the class of mail shown in the permit imprint by virtue of weight or other considerations, reject the mailing.
 - 5) Repeat steps 1 through 4 for each category of mail reported by the contractor in items 14-26.
- **Column F** — In each category, enter the appropriate single piece rate for a piece having the weight shown in the average weight column (Column E). For zone rated categories, use Zone 5 when determining the appropriate rates. Note that Parcel Post weighing 35 pounds or less must be computed at the Inter-BMC/ASF Parcel Post *machinable* rates and Parcel Post weighing over 35 pounds must be computed at the Inter-BMC/ASF Parcel Post *nonmachinable* rates.
 - **Column G** — For each category, multiply the total number of pieces (Column C) by the piece rate (Column F) and enter the results in Column G.
- Item 27** — Enter the totals on Columns C, D, and G.
 - Items 28 & 30** — Self-explanatory.

Conversion Table

Ounces	Pounds	Ounces	Pounds
1	= .0625	9	= .5625
2	= .1250	10	= .6250
3	= .1875	11	= .6875
4	= .2500	12	= .7500
5	= .3125	13	= .8125
6	= .3750	14	= .8750
7	= .4375	15	= .9375
8	= .5000	16	= 1.0000